

## **POTENTIAL JUROR INFORMATION SHEET**

### **NOTE: ATTENDANCE IS REQUIRED BY INDIANA STATE LAW**

**POTENTIAL JUROR:** As a potential juror, you have received a jury questionnaire to complete and return to the Court Administrator. The questionnaire is for informational purposes only. It does not mean that you have been selected as a *prospective* juror.

**PROSPECTIVE JUROR:** A prospective juror is a person who has received a jury summons to appear in Court on a specific date and time for the jury selection process.

***If you are called for prospective jury duty in the near future, the following information may be helpful:***

**COURT HOURS:** Court is normally in session from 8:30 a.m. to Noon and from 1:00 p.m. to 4:00 p.m. Occasionally, you may be summoned for a different time.

**LOCATION:** The Delaware County Courts are located at the Delaware County Justice Center, 100 West Washington Street, Muncie, Indiana 47305, (the red brick building between City Hall and the County Building).

**PARKING:** Free parking is provided for jurors at 300 West Washington Street at the northwest corner of Franklin and Washington. If the parking lot is full you may park at the Muncie Field House on North Walnut Street.

**JUROR FEES:** *Prospective* jurors will receive \$15.00 per day, plus a state rate of mileage per round trip from your residence to the Justice Center for appearing for jury duty. Those chosen for jury duty will receive \$40.00 per day, plus mileage.

**MEALS:** Recesses will be given for lunch and rest periods during the trial. Meals are provided ***during deliberation only.***

**TRIAL DURATION:** The average trial length is 1 to 3 days; however, there may be an exception whereby the trial will last longer. The judge will advise you of the estimated length at the beginning of the trial. Jurors are rarely kept overnight.

**ATTIRE:** Casual or business type clothing. No shorts, tank tops or hats please.

**SPECIAL NEEDS:** If you require special needs or assistance, please advise the Court Administrator's Office at your earliest convenience.

ALL OTHER QUESTIONS CONCERNING JURY SERVICE SHOULD BE DIRECTED TO:

**Court Administrator, Office of Court Services**  
**Telephone: (765) 747-7734      Fax: (765) 281-9462**

**DELAWARE COUNTY CIRCUIT COURT**  
**DELAWARE COUNTY JUSTICE CENTER**  
100 WEST WASHINGTON STREET  
MUNCIE, IN 47305



Dear Citizen:

You have been selected as a potential juror during the next quarter term of Court, lasting approximately 90 days. (Quarters begin in January, April, July, and October) This simply means your name is in a jury pool and you may be required to appear before a Court for jury selection. If you are selected to appear, you will receive a jury summons approximately 7 days prior to the court date so that you will have the opportunity to make arrangements to appear.

The Court usually issues an Order for 30 to 50 people to appear. It will be necessary for you to report to the Security Desk at the Justice Center on the day, date and time of the jury summons. **You must leave all weapons, including pocket knives or mace at home or in your vehicle.** Once you have reported, the court bailiff will give you further instruction. The first order of business in a jury trial is the juror selection process. If you are not chosen as a juror, you will be excused.

To save trial time, you **MUST** complete the enclosed questionnaire and **RETURN** it in the enclosed envelope within 10 days of receipt. If you fall within any of the categories for exemption as stated in the questionnaire, you still **MUST RETURN** the questionnaire to the Court Administrator for proper notation. If you do not return the questionnaire, your name will still appear on the jury pool as a potential juror to be called for duty, resulting in a jury summons being issued for you to appear by the Sheriff of Delaware County.

We would like to thank you in advance for your cooperation in completing the questionnaire and returning it to the Court Administrator.

**Board of Judges of Delaware County Circuit Court**

(see reverse side for further information)